

## PURPOSE

All unusual incidents that occur in state run and private contracted juvenile justice residential treatment facilities must be reported to ensure timely notification and proper response.

## DEFINITIONS

### *Unusual Incident*

An alleged, suspected, or actual event or occurrence involving a Michigan Department of Health and Human Services (MDHHS), employee, contractor, subcontractor or volunteer that significantly impacts or compromises the integrity of MDHHS programs or which threatens the health or safety of a youth, employee, or the general public, or property. Examples include, but are not limited to:

- Death or suicide. See [SRM 172, Child/Ward Death Alert Procedures and Timeframes](#) for detailed reporting requirements.
- Attempted Suicide.
- Serious injury.
- Illness requiring inpatient hospitalization.
- Behavior resulting in contact with law enforcement.
- Corporal punishment.
- Physical/personal restraint.
- Seclusion.
- Absent Without Legal Permission (AWOLP)/Escape.
- Mechanical restraint.
- Sexual assault, attempted sexual assault, or sexual harassment.
- Media involvement/inquiry.
- Natural disaster.
- Legislative interest.

- Adverse audit findings.
- Environmental hazard.

See [JRG, JJ Residential Glossary](#).

## RESPONSIBLE STAFF

All facility staff including contractors and volunteers.

## UNUSUAL INCIDENT PROCEDURES

Each facility must develop and implement written procedures to report unusual incidents. These procedures must contain the following requirements:

- Maintenance of a list of confidential information to facilitate the communication of unusual incident information.
- Immediate reporting by staff of an unusual incident to facility director or designee.
- Provision of the resolution or updated information to the individuals that were notified as directed above.

## RESTRAINT AND SECLUSION NOTIFICATIONS

Pursuant to MCL 722.112e(9), after a youth is restrained or secluded, designated facility staff must make appropriate notifications as soon as possible. Any use of physical or mechanical restraint or seclusion of a youth in a treatment or detention facility must be reported:

- Within 12 hours in writing to the youth's parent(s) or legal guardian(s). Emergency Rule 2(d).
- Within 24 hours in writing to:
  - The facility's licensing consultant.
  - The youth's juvenile justice specialist, care management organization worker or probation officer.

**EMPLOYEE  
INCIDENT**

All facility employees are required to immediately inform the facility director or designee when they are involved in an incident that could result in suspension, demotion or dismissal. See [JRM 512, Suspected Abuse & Neglect Reporting](#) & [APR 200, Mandated Reporter-Child](#) if the incident involves child abuse/neglect. See [JRM 173, Investigation Protocol](#), for investigation requirements.

**Discriminatory  
Harassment**

All employees are required to report discriminatory harassment of another person in the workplace. The facility director or designee is required to investigate allegations of discriminatory harassment. See [APR 211, Discriminatory Harassment](#) and [JRM 173, Investigation Protocol](#) for more information.

**MEDIA INTEREST,  
INVOLVEMENT OR  
INQUIRY*****State Operated Facilities***

All unusual incidents which could generate media attention/interest must be reported to administration through the DHS Alert system.

If it is known that the media is already interested in an unusual incident, immediately report all available information to the Office of Communications.

All media inquiries must be directed to the Michigan Department of Health and Human Services (MDHHS) Office of Communications for response. Only the Director of the Division of Juvenile Justice Programs and the Director of Children's Services Agency Operations may authorize direct contact by MDHHS staff with the media.

***Private Facilities***

All unusual incidents that would generate media attention/interest must be reported to the [Juvenile Justice Policy Mailbox](#) with a brief statement of what happened and why it may be of concern/interest to the media and/or public.

**LEGAL BASE**

Emergency Rules of the Department of Health and Human Services entitled "Prohibition of Prone Restraint; Procedures Involving Other Restraints in Child Caring Institutions", 2020 Mich Reg 14 (August 15, 2020), p 206.

Deputy Directors, Bureau and Office Director Memorandum, MDHHS/DHS Alert System, February 11th, 2016.

Provides information on completing an unusual incident notification via the DHS Alert System.

**POLICY CONTACT**

Facility supervisors or managers may submit policy clarification questions to: [Juvenile-Justice-Policy@michigan.gov](mailto:Juvenile-Justice-Policy@michigan.gov).